MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING

February 22, 2021

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, February 22, 2021 at 7:30 p.m. via Zoom. Present were: Mrs. Binder, who presided, Mrs. Eisner, Mrs. Ipp, Mrs. Kelly, Ms. Sherman, Mrs. Miggins, Ms. Chenofsky Singer and Mr. Banick.

Mrs. Binder opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mrs. Binder asked the Board to review the minutes.

Mrs. Binder asked for a motion to accept the minutes of January 25, 2021 as submitted with the following changes. Under attendance change Mrs. Ipp to absent. On page 2 under Public Comments Fireside Book Club change "remind" to "reminded". On page 2 under Public Comments paragraph two change to "doing fantastically". On page 5 under New Business remove "parking lot not being looked at". Ms. Chenofsky Singer so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

Mrs. Eisner and Mr. Banick compared vouchers to proposed expenditures prior to the meeting.

Vouchers #4902 - #4972 and payrolls as directed by the Township amounting to $373,203.44 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mrs. Binder asked for a motion that the Bill Lists for January be approved. Mrs. Kelly made a motion to approve the Bill Lists as submitted. The motion was seconded by Ms. Chenofsky Singer. All were in favor.

The Bill Lists were approved as presented.

The Board asked who the vendor SWANK is. They are the vendor the Library uses to provide public performance licensing. The Board asked if the $2,002.00 payment to the New York Times is monthly. It is the annual fee paid for Web Charges for online access

to the newspaper. The Board asked who the vendor Document Imaging is. They are the company converting the microfilm to digital.

PUBLIC COMMENTS:

Mrs. Binder asked if there were any Public Comments. Mrs. Binder and Mrs. Kelly reported for the Friends.

Mrs. Binder reported on the Fireside Book Club. The program was held on Monday, February 1, 2021 at 2:00 p.m. via Zoom. It was a small group with a very interesting discussion. The book was "Breathe: A Letter to My Sons" by Imani Perry. The moderator for the program was Millburn Librarian Jon Michaud who did a great job as always. The next discussion will be on March 1, 2021 at 7:00 p.m. also via Zoom. The book will be "Beyond the Ghetto Gates". The guest for the evening will be author Michelle Cameron. On Monday, April 5, 2021 at 7:00 p.m. via Zoom the book will be "Hamnet: A Novel of the Plaque" by Maggie O'Farrell. The moderator for the evening will be Library Trustee member Sara Sherman. Monday, May 3, 2021 at 7:00 p.m. via Zoom the book will be "This Is How it Always Is" by Laurie Frankel. Library Trustee member Dorothy Kelly will be the moderator.

Mrs. Kelly reported on Programs. The program with the Cora Hartshorn Arboretum "Animals in Winter" was well attended with 25 participants. It was the Friends' first partnership with them as well. The "Scented Bath Salts Workshop" with Stephanie Murphy also was well attended and went very well. On Friday, February 26, 2021 "Carla Ulbrich Live in Concert via Zoom" will be held. Although not profane the program contains adult humor and therefore is recommended for adults.

The Friends received a $200.00 grant from the Maurice Family Fund which is a part of the Community Foundation of New Jersey. It was nice for Millburn to be nominated and appreciated.

The Annual Book Sale remains on the back burner for now. No book donations are being accepted. The Friends will wait to see what will be happening in the Library in the coming months regarding reopening plans.

The Friends will have their monthly meeting on Thursday, March 2, 2021 at 7:00 p.m. via Zoom. It is an open public meeting and all are welcome.

DIRECTOR'S REPORT

Mr. Banick reported on the Pandemic Response. The Library continues to be in a holding pattern like neighboring libraries. The Safe Reopening Committee met on Friday, February 19, 2021. The building is now allowed per Governor Murphy's Executive Order No. 219 to go from 25% to 35% indoor capacity. This translates to 54 patrons permitted in the building. The previous number was 39 patrons. The Committee wants this information to unfold quietly. The 30-minute time limit remains in place for patrons. Public Computers remain unavailable for use. This will be looked at in mid-March. The new Librarian will be in place and the hope is that this service can resume. Sundays remain door side service only. This will be revisited and looked at in March. Quiet Rooms and Meeting Rooms remain for Library use only. Room A remains out of service. It is being used as the returned books quarantine space. In house cleaning and sanitizing continues.

Mr. Banick reported on Finance. The Library is operating under a Temporary Budget. The Library's Operating Budget for 2021 will be adopted after the Township Committee adopts theirs. This usually occurs sometime in May or June. The Library received a reimbursement check from BCCLS on Wednesday, February 17, 2021 in the amount of $2,605.19. BCCLS received a PPP Loan that was converted to a grant. The amount is Millburn's share.

Mr. Banick reported on Personnel. Librarian Barbara Simmonds will be retiring effective, March 1, 2021 after 39 years of service to the Millburn Public Library. Matthew Spitzer has been hired as Librarian 1 and will begin on Monday, March 1, 2021. The CWA Local #1031 remains in a status quo period with the Library. Their contract expired on December 31, 2020. The union has asked for a contract extension for 2021 with a 2% salary increase.

Mr. Banick reported on Buildings & Grounds. The Library has submitted a Capital request for 2021 to Town Hall for exterior repairs to the Library and the library grounds. The Library should have an answer in the Spring. The Annual Fire Inspection was done. The Library passed. Electrical repairs were done. The automatic front doors were repaired. The hanging system for artwork in the gallery space on the first floor will be installed in March. Art displays will be able to resume. Maintenance was done on the boiler. The Department of Public Works have filled the potholes in the Library parking lot. The Library extends a thank you to the staff of the Department of Public Works for the snow removal in the parking lots.

Mr. Banick reported on Technology. New services such as Kanopy and Brainfuse are online and being used. The Library's website has been updated.

Mr. Banick reported on Statistics. The Library has been opened now for seven full months. Visitation remains down. Electronic circulation remains strong. E-book usage

has almost doubled. This is the reason for the Circulation numbers being where they are currently. E-book usage is now separated out in the Statistics Report.

Mr. Banick reported on Programming. All programming for 2021 remains on-line. January had 52 programs with almost 1,400 attendees.

COMMITTEE REPORTS:

Mrs. Binder assigned Mrs. Ipp to the Building & Grounds and Fundraising & Naming Opportunity Committees for the year 2021.

The Board then formed a new Standing Committee for By-Laws.

Mrs. Binder assigned Ms. Sherman, Mrs. Eisner, and Mrs. Kelly to the By-Laws Committee. Mrs. Binder will also be on the Committee ex officio.

The Building & Grounds Committee reported. The Capital Budget request has been submitted to Town Hall. The request is for exterior work to the Library. The Library will know in the Spring if they receive any funds. The architect did a walk through for the upcoming renovation. The renovation will include the following:

- Renovate & expand the Children's Room
- New furniture for the Children's Room
- Renovate the Circulation Work Room
- New furniture for the Circulation Work Room
- Renovate the Lobby, Circulation Desk, Reference Desk, & Reference Office
- Create an office on the second floor for staff to do off desk work
- Update the Staff Break Room and create a new space for file storage
- Relocate the Computer Server
- New carpeting
- New ceilings and lighting on the first floor
- Update the first-floor restrooms
- Update the first floor Art Gallery
-

Future renovation work will include the following:

- Update Meeting Rooms A&B
- Update second floor restrooms
- Update Mezzanine shelving
- Update the Quiet Rooms on the Mezzanine
- Relocate the Teen Space

Once the plans are finalized the project will go out to bid. Bids should come in around June 2021. The renovation would then start as early as the Summer of 2021. The

renovation is projected to take 12 to 15 weeks to complete. A closure will be needed while demolition takes place. Staff will work from home during this time. Patrons will be able to have in person service at other BCCLS libraries.

The Board then held a discussion on students and tutoring in the Library. How to welcome the township students after school while balancing the needs and wants of other patrons. Ideas discussed included using Meeting Room A when available, and looking into hiring a retired teacher to supervise the after-school hours. A neighboring Library successfully used a retired teacher to supervise. The Board realizes that the demographics and needs of the Township are changing. Millburn lacks a true Community Center and the Library can at times function as one. In closing the Board is committed to looking at new ways to address the ongoing issue and they are confident that the new staff hire will also be able to assist going forward.

OLD BUSINESS:

The Labor Negotiations Committee reported. The Committee members recommend going ahead and extending the CWA Local #1031 Contract with the Library for the year 2021 with a 2% raise. The Board then held a discussion on the eyeglass reimbursement clause of the contract. The clause is unique to the Library and is union based. No other unions in the Township have this benefit. The Board asked which staff members get the benefits. It is for full time employees only. The Board asked if the $500.00 is done every year. It is not. It is up to $500.00 over the life of the contract. Once the contract is up it needs to be renegotiated. The Board asked if this was something that the Library offered to the union. It is not. The union requested it again. Mrs. Binder asked for a motion to extend the CWA Local #1031 Union Contract with the Millburn Free Public Library with a 2% raise for 2021 and the vision benefit of $500.00 retroactive to January 1, 2021, with the stipulation that any vision benefit used by an eligible employee during the year 2021 will count toward that employee's vision benefit cap in the next CWA Local #1031 contract with the Library. Mrs. Eisner so moved. Mrs. Miggins seconded. All were in favor. The Board instructed Mr. Banick to take the offer back to the Union, finalize the extension of the contract and report back to them at the March Board Meeting.

NEW BUSINESS:

At a recent BCCLS meeting for Trustee Board members it was learned that trustees cannot simultaneously serve as officers of both the Library Board and the Friends Board. In light of this Mrs. Kelly will stay on as President of the Friends Board and step down tonight as the Vice President of the Millburn Library Board of Trustees. Mrs. Binder nominated Ms. Sherman as the new Vice President. Mrs. Eisner so moved. Mrs. Kelly seconded. All were in favor.

Mrs. Eisner will step down as Corresponding Secretary to the Friends Board and retain her position as Treasurer for the Board of Trustees.

The Board went into Executive Session at 9:20 p.m. to discuss Personnel matters.

The Board came back into Regular Session at 9:30 p.m.

Mrs. Binder asked if there was any further business before the Board before adjournment.

Seeing none Mrs. Binder requested a motion to adjourn the meeting. Mrs. Eisner "so moved". Ms. Sherman seconded. All were in favor.

The meeting adjourned at 9:33 p.m.

Respectfully Submitted,

Patricia Giambattista